

Steven L. Beshear
Governor



Terry Holliday, Ph.D.
Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION**

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May 30, 2013

Dear Local Board Chairs:

In March, I announced that the Kentucky Department of Education (KDE) would initiate the collection and reporting of superintendent contracts and benefits information through the Kentucky Department of Education's website at the start of the next school year (2013-14). I also went ahead in March and posted my contract and benefits information on the commissioner's page on the KDE website.

As you may be aware, each superintendent's salary information is currently available on the KDE website. However, additional detail on contracts and benefits has to be obtained through individual open records requests to each school district. A single KDE website location for such information will reduce the number of individual requests to each school district, provide easily accessible data to the public at one location, and promote public transparency.

The purpose of this correspondence is to provide initial guidance on how we anticipate that this information will be collected:

- 1) KDE will collect this information annually between July 1 and August 31.
- 2) Starting on July 1, 2013, local school district finance officers (or appropriate designees) will submit information for the 2013-2014 school year to KDE through this link: <https://odss.education.ky.gov/webforms>. A training video for this process will be posted on the KDE website.
- 3) If a district is in the process of hiring a superintendent, information for the interim should be submitted.
- 4) Information must be submitted by August 31, 2013; however, the system will remain open throughout the school year for districts to provide updates/revisions as needed.
- 5) Once the data is compiled, it will be available on the KDE website at: <http://education.ky.gov/districts/FinRept/Pages/Superintendent-Compensation.aspx>. A notification will be included in my weekly Monday or Friday e-mail correspondence to notify you when the information is posted. Updates will be provided quarterly to display any new or revised information.

If you have any questions about submission of the data, please contact Carol Buell at carol.buell@education.ky.gov or 502-564-3846.

Thank you for your assistance and patience with this process.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Holliday".

Terry Holliday, Ph.D.

Cc: Superintendents